



DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

Indian Health Service  
Rockville MD 20857

MAY - 4 1999

SGM 99 -2

TO: All Employees

FROM: Director

SUBJECT: Official Use of Government-Issued Cellular Telephones

The purpose of this memorandum is to remind all employees that Government property may only be used for official, authorized purposes. A specific area of concern that has recently been brought to my attention is the use of cellular telephones.

Unlike the standard office telephone, a specific charge is made for every call, both local and long distance, placed on a cellular phone, in addition to a monthly service fee. While any personal use of Government property is considered to be an abuse, we must be especially careful in our use of certain telecommunications equipment, such as cellular telephones, that result in a direct charge for each use.

Supervisors are reminded that they are responsible for ensuring that employees under their supervision are using Government property only for authorized purposes. Please see the Standards for Ethical Conduct for Employees of the Executive Branch, "Use of Government Property" for additional information.

*Michael H. Trujillo*  
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